

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]

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[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly state the issue or incident].

[Explain the situation in more detail, acknowledging the impact it may have had on WKRN or individuals involved.]

I take full responsibility for my actions and understand the importance of [state any relevant values or standards that were not met].

Please rest assured that I am taking the necessary steps to ensure this does not happen again, including [mention any corrective actions].

Thank you for your understanding and patience in this matter. I hope to move forward positively and continue to contribute to the WKRN community.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]